

# Examination Information

## California Extended Functions (RDAEF/RDHEF) Licensure

(Rev. 2/02)

Carefully read all of the following information concerning the conduct of the Registered Dental Assistant in Extended Functions (RDAEF)/Registered Dental Hygienist in Extended Functions (RDHEF) Clinical Examination.

### GENERAL REQUIREMENTS AND PROHIBITIONS DURING THE EXAMINATION.

1. COMDA will randomly assign each candidate a number, who shall be known by that number throughout the entire examination.
2. The ability of a candidate to read and interpret instructions and examination material is a part of the examination.
3. Candidates may not commit any acts which interfere with COMDA's objective of evaluating professional competence.
4. Candidates must follow all directions relative to the conduct of the examination, including termination of treatment procedures at the scheduled or announced time.
5. Candidates may not assist another in any portion of the examination.
6. Candidates shall not leave the examination area without permission.
7. Candidates shall occupy only the examination space assigned to her or him throughout the entire examination.
8. Absolutely no person other than those who are directly connected with the exam shall be admitted to the exam rooms.
9. A patient shall not be dismissed without the approval and signature of an Examiner.
10. Notes, textbooks or any other informative materials may not be brought into the examination room.

### GENERAL DESCRIPTION OF THE EXAM

Each candidate must pass a Clinical Examination which includes:

1. Performing cord retraction of gingivae for impression procedure (applicants are allowed 30 minutes to complete the procedure); and,
2. Taking an impression for cast restoration (applicants are allowed 45 minutes to complete the procedure).

The total clinical examination period shall not exceed two (2) hours.

Each examinee shall provide ONE patient upon whom the retraction and impression procedures shall be performed. If a patient is deemed unacceptable by the Examiner, it is the examinee's responsibility to provide an acceptable replacement.

### CHECKLIST – WHAT TO BRING

Following is a brief checklist of what you must bring to the exam – be sure to refer to more detailed information contained in the following pages about the specific requirements:

- Valid, unexpired, governmental photo I.D., such as a Driver's License (with valid extension), or you will not be admitted into to the exam.
- An acceptable patient, as defined beginning on page 2.
- A Medical Health History form for each patient presented, as well as physician clearance or pre-medication, if appropriate.
- A completed Dental Assistant Form.
- Armamentarium necessary to perform cord retraction and final impression procedures as listed beginning on page 2, including a small tray, explorer, mouth mirror, cotton pliers, and impression tray.

## PATIENT ACCEPTABILITY

Each candidate shall provide one acceptable patient. In the event that a patient is deemed unacceptable by the Examiners, it is the candidate's responsibility to provide another patient that is acceptable.

### **An acceptable patient must meet the following criteria:**

1. Age. Minimum age of 18.
2. Health Conditions. The patient's health condition must be acceptable for dental procedures. If conditions indicate a need to consult the patient's physician, the candidate must obtain the necessary written clearance and/or evidence of premedication before the patient will be accepted.
  - (a) **The following conditions require either physician clearance or premedication:** Rheumatic fever, rheumatic heart disease, heart murmur, mitral valve prolapse, heart defect from birth, prosthetic joint replacement, prosthetic heart valve replacement, medications which induce heart valvular damage (i.e. Fenfluramine, Phentermine, etc.). (\*Pre-medication must be confirmed by presenting the prescription container at the exam.)
  - (b) **The following conditions require physician clearance for dental treatment:**
    - 1) Tuberculosis – Patient must also have been on antibiotics for a minimum of four (4) weeks.
    - 2) High blood pressure – If a patient presents at the exam with a blood pressure exceeding 160 systolic and/or 100 diastolic, a physician's clearance must be presented which includes a statement of the highest blood pressure acceptable for dental treatment.
    - 3) AIDS or HIV – Clearance must state that dental treatment is not contraindicated.
    - 4) Patients who are currently receiving radiation treatment or chemotherapy.
    - 5) Sickle cell anemia.
    - 6) Organ transplant.
    - 7) Long term steroid use.
    - 8) Pregnancy – Clearance must include clearance for topical anesthesia, local anesthesia, treatment, and radiographs.
    - 9) Patients who are taking or who have taken prescription diet medications (i.e. Phen-fen, Pondimon, Redux).
3. Hazardous Conditions. A patient with a condition hazardous to the Patient, Candidate or Examiner may be rejected at the discretion of the COMDA Supervising Dentist.
  - (a) These health conditions are NOT acceptable:
    - 1) Patients with a history of hepatitis B, C or D, unless non-carrier medical clearance is provided.
    - 2) Patients who have had a heart attack, stroke or cardiac surgery within the past six (6) months.
    - 3) Herpetic lesions in any visible stage or other transmissible disease.
    - 4) Acute abscesses, necrotizing ulcerative gingivitis (NUG), severely inflamed gingivae (purulent, hemorrhagic, retractable, etc.) in the area to be treated.
    - 5) Necrotizing ulcerative gingivitis (NUG/ANUG) anywhere in the mouth.
    - 6) Conditions requiring special patient management.
4. Required Criteria for Teeth. Requirements for the teeth on which procedures will be performed are as follows:
  - (a) Tooth will have been prepared and temporized prior to arrival at the exam site.
  - (b) There must be a minimum of ten (10) teeth per arch.
  - (c) The prepared tooth must have one of the following: 7/8 crown, 3/4 crown or full crown and shall have margins at or below the free gingival margins.
  - (d) Tooth preparation must be on a bicuspid or molar and **MUST** have mesial and distal contact.

## ADDITIONAL EXAM REQUIREMENTS

1. Instruments. Provide the following:
  - (a) A small tray. (Tray will be used by the patient to carry instruments and impression to the Grading Area)
  - (b) A mouth mirror.
  - (c) An explorer.
  - (d) Cotton pliers.
  - (e) 2" X 2" gauze squares and cotton rolls.
  - (f) Any other armamentarium to perform all procedures at the time of the examination.
2. Impression Tray. Provide an impression tray. Full, quadrant or triple trays may be used.  
***Impression trays will be kept by COMDA.***
3. Dress. Examinees, Employer Dentists and Dental Assistants must dress appropriately for rendering health care services, consistent with OSHA standards (gown, gloves, mask and protective eyewear).  
  
Candidates, Employer Dentists and Dental Assistants will NOT be allowed to leave the clinic floor in contaminated clothing. You must bring a bag in which to seal and remove your contaminated gown from the examination, or wear disposable gowns. Your name, office or school name may not appear on gowns or instruments.
4. Photo Identification. Each candidate **MUST** present a valid, governmental unexpired photo I.D., such as a Driver's License, at check-in.
5. Medical Health History/Physician Clearance. Candidates must provide a completed medical health history for each patient presented, as well as physician clearance, if appropriate. The form should be completed prior to the exam.

Normally, the following disposable supplies are available at each examination site. However, there is no guarantee that any or all of these items will be available: latex gloves, disposable air-water syringe tips, gauze, cotton rolls, cotton swabs, headrest cover, suction tips, masks, mouthwash, over gloves, patient bibs, paper cups, saliva ejector tips, foil or ultra wrap, tray covers, dental floss, surface disinfectant.

## EXAMINATION PROCEDURES

1. On the day of the examination, orientation will be held prior to the examination.
2. A current Medical Health History form must accompany the patient.
3. A Dental Assistant form must be completed and submitted to a Proctor before entering the exam room.
4. Since the candidate legally cannot prepare the tooth utilized for testing, the following guidelines must be followed:
  - (a) A dentist, who has a current license in California, must accompany the candidate to anesthetize the patient (for RDAEF candidates), supervise anesthesia (for RDHEF candidates) and to dismiss the patient at the completion of the exam after the crown has been cemented.
  - (b) The Employer Dentist must remain in the waiting area in the event that additional anesthesia is needed.
  - (c) An Employer Dentist may not supervise more than two (2) candidates at an examination.
5. Under no circumstances shall the patient be dismissed after the exam begins without the approval of the COMDA Supervising Dentist.
6. The services of a Dental Assistant or RDA shall be permitted during the impression taking phase of the examination. The responsibility of the assistant will be solely to assist in the mixing of the impression material. Under no circumstances may a dentist (this definition does not require one to be licensed, but only to have graduated from a dental school, in any state or country), RDHEF, RDH, RDHEF, dental student, dental hygiene student, RDAEF student or RDHEF student be used as a dental assistant at the chair.

## CHECK-IN AND ORIENTATION

Check-in and orientation will begin at time noted in your schedule notice.

You will be escorted from the lobby of the dental school to the registration check-in and orientation areas.

You MUST present a valid, governmental unexpired, photo identification, such as a Driver's License, in order to check-in and be admitted into the examination. You will be given a badge, which contains your picture and your candidate I.D. number. You will be known only by your candidate I.D. number throughout the examination.

Following check-in, you will be given orientation instructions, and be allowed to ask questions.

When you leave the orientation room, you will have approximately 10 minutes to get your Patient, Employer Dentist and Dental Assistant and proceed to the exam clinic.

## CLINIC PREPARATION

You may NOT take any notes or other reference materials into the clinic area, other than the completed patient Medical Health History and Dental Assistant forms mailed to you.

Absolutely NO ONE other than you, your Patient, Employer Dentist and Dental Assistant are allowed on the clinic floor.

When you reach the clinic, you must locate the cubicle that has your candidate I.D. number on it – disregard ANY other numbers on the units. (Your candidate I.D. number is the number given to you upon check-in which appears on the badge given to you at that time.)

You must occupy the unit corresponding to your candidate I.D. number. Make sure that the identification number on your cubicle is visible at all times, and that the forms in your unit contain the candidate I.D. number on your badge. If you find yourself in the wrong cubicle, do NOT change the I.D. number on your examination forms – contact

the COMDA Supervising Dentist or Proctor immediately.

Make sure that your Employer Dentist, Dental Assistant and Patient know your candidate I.D. number and location of your unit, so that they can return to the unit in a timely manner.

If you have equipment problems, contact either the COMDA Supervising Dentist or a Proctor immediately.

You must obtain permission from the COMDA Supervising Dentist to leave the clinic for any reason at any time during the course of the examination.

When you arrive in the clinic, you may:

1. Sanitize your unit.
2. Set out your disposable supplies.
3. Complete the procedure sheet. All areas must be completed prior to the COMDA Supervising Dentist approving your patient for the examination.
4. Assure that your patient has signed and dated both the front and back of the Medical Health History form.
5. Clip the patient badge that has been placed in your cubicle to the patient's right sleeve or to the napkin chain, so that it will remain visible at all times. Do NOT put your I.D. number on the badge.
6. Have your Employer Dentist anesthetize the patient. An RDHEF candidate may anesthetize his or her own patient. Either the candidate or the dentist may remove the temporary crown and clean the prep.

At this time, or before entering the clinic, you should discuss with your patient the fact that they are not to divulge any personal information about you or themselves to the Examiners, and the Examiners will engage in little or no conversation with them. This is to protect your anonymity and not to be considered rudeness.

## PATIENT ACCEPTABILITY

The COMDA Supervising Dentist will check your patient prior to your beginning the cord retraction procedure. Before raising your hand to signal you are ready to begin, be sure the following has been completed:

1. The patient Medical Health History form has been filled out completely and the patient has signed and dated both the front and back of the form.
2. The Procedure Sheet has been filled out completely.
3. The patient has been anesthetized, the temporary crown has been removed and the prep is clean.

Raise your hand and the COMDA Supervising Dentist will check the tooth and its surrounding tissue.

## DETERMINING PATIENT ACCEPTABILITY

The COMDA Supervising Dentist will come to your unit and evaluate the patient for acceptability. The COMDA Supervising Dentist will:

1. Review the patient's Medical Health History form and the Procedure Sheet.
2. Examine the selected tooth to verify that it meets the "Criteria for Acceptable Patients". The COMDA Supervising Dentist will make the final determination on the acceptability of your patient. The COMDA Supervising Dentist's decision is final. If your patient is not accepted, you will be told why and it will become your responsibility to choose an acceptable patient.

Once the patient has been accepted, the Employer Dentist and Dental Assistant must leave the unit and go to the waiting area. A Proctor will take the Procedure Sheet and stamp the time by which you must have completed the cord retraction procedure. When the Procedure Sheet is returned to you, you may begin performing the Cord Retraction procedure.

## CORD RETRACTION PROCEDURE

You are allowed thirty (30) minutes to complete the cord retraction procedure. You must finish and check-out by the time stamped in red on the top of the procedure sheet.

It is not required that you spend the full thirty (30) minutes to complete the cord retraction. When you have finished, raise your hand. When you are told to do so, escort your patient to the control desk with **the Medical History form, the Procedure Sheet, a mouth mirror, and cotton pliers on the tray**. Your patient will be escorted to the grading clinic by a Proctor.

You must be finished and have your patient in line by the time stamped on the procedure sheet. **If you do not have your patient in line and the procedure sheet stamped by the time stamped on your form, you will fail the examination.**

You must go to the control desk to have your time stamped on the form. Allow time for this. Exam personnel will attempt, as a courtesy, to give you a ten (10) minute warning, but ultimately it is your responsibility. The official time on the time clock will be announced at the beginning of the examination.

## GRADING OF CORD RETRACTION

Actual grading will be done by two Examiners who will not know who you are. They will grade independently. You must attain a score of 75% to pass this portion of the examination. Following are the grading criteria:

**Tissue Trauma:** Tissue is not significantly damaged nor would damage significantly detract from the quality of the finished restoration.

**Hemorrhage Control:** Moderate deviations would not significantly detract from the quality of the finished restoration.

**Field Isolation/Debris:** Field is appropriately isolated. Moderate debris may be present in non-critical area(s) if the deviation would not significantly detract from the quality of the finished restoration.

In addition to grading the procedure, the patient will be checked for trauma. If for any reason a Clinical Examiner feels it would not be in the best interest of the patient for you to continue, the Chief Examiner will confirm or deny the decision. If confirmed, the patient will be dismissed.

After grading, the patient will be sent to the control desk before you may proceed with the impression procedure.

### **PATIENT FINAL IMPRESSION PROCEDURE**

At the control desk, COMDA Staff will stamp the time by which you must complete the Impression Procedure and the patient will be returned to your unit.

You are allowed forty-five (45) minutes to complete the final impression procedure. You must finish and check-out by the time stamped on the top of the procedure sheet. You may begin taking the impression as soon as your patient returns.

It is not required that you spend the full forty-five (45) minutes to complete the impression procedure. You may take as many impressions as necessary within this time. When you have finished taking the impression, escort your patient to the control desk with **the impression in the plastic bag provided with your candidate number visible, a mouth mirror, cotton pliers, several 2" X 2" gauze squares, cotton rolls, the Procedure Sheet and the Medical History form on the tray.** Your patient will be escorted to the grading clinic.

You must be finished and have your patient in line by the time stamped on the Procedure Sheet. **If you do not have your patient in line and the Procedure Sheet stamped by the time stamped on your form, you will fail the examination.**

You must go to the control desk to have your time stamped on the form. Allow time for this. Exam personnel will attempt, as a courtesy, to give you a ten (10) minute warning, but ultimately it is your responsibility.

### **GRADING OF THE FINAL IMPRESSION**

Actual grading will be done by two Examiners who will not know who you are. They will grade independently. You must attain a score of 75% to pass this portion of the examination. Following are the grading criteria:

**Internal Detail:** Existing margins are completely reproduced. Internal form evident, but may have moderate voids or bubbles on areas other than margins if the deviation would not cause damage nor significantly detract from the quality of the finished restoration. **Note the significance of voids on the occlusal/axial surfaces of the prepped tooth.**

**External Features:** Satisfactory definition of surrounding hard and soft tissue, but may have moderately improper fit or tear in non-critical area if the deviation would not cause damage nor significantly detract from the quality of the finished restoration.

**Impression Material and Handling:** Completed impression and tray handled appropriately, but material may be moderately inappropriate mixed in non-critical areas if the deviation would not cause damage nor significantly detract from the quality of the finished restoration.

**Tissue Trauma:** Tissue is not significantly damaged nor would damage significantly detract from the quality of the finished restoration.

### **COMPLETING THE EXAMINATION**

After the Cord Retraction and Impression procedures have been graded, you or your Employer Dentist may cement the temporary crown. If a permanent crown is used the Employer Dentist must cement the crown.

The fitting and adjusting of the crown should be done prior to the examination, since everyone must leave the examination floor in a timely manner. The patient **MUST** leave with a crown in place. **Your Employer Dentist must dismiss the patient.** Have your Patient, Employer Dentist and Dental Assistant return their badges to you.

## **CLEAN UP**

Thoroughly clean your unit, and properly dispose of all items. Your gowns must be placed in a bag and sealed before leaving at the end of the exam, or disposed of in the clinic.

You must hand in the Dentist, Dental Assistant, Patient and your Candidate I.D. badges before you leave. If your Candidate I.D. badge is not returned your examination results will not be sent to you.

## **RESULTS OF THE EXAMINATION**

You must obtain a score of at least 75% on EACH procedure to pass the clinical examination. If you fail either portion of the examination, you must retake both portions of the exam during a later exam cycle.

The results of the examination will be mailed to all candidates approximately six (6) weeks after the last exam date in the cycle. Do not phone COMDA before this time, since staff is not permitted to give out results over the phone.

**LICENSES WILL NOT BE ISSUED WITHOUT  
CRIMINAL HISTORY CLEARANCE FROM THE  
DEPARTMENT OF JUSTICE AND THE FBI.**

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